

2.62.220 Personnel files.

A. The human resource office shall maintain a personnel record for each employee of the city. Information of a derogatory nature shall not be placed in the personnel record unless the affected employee has been provided a copy thereof and has had an opportunity to respond. Employees shall have the right to comment on any item in their personnel record. These comments shall be retained with the information in the personnel record. Furthermore, any employee may petition the human resource director to remove any evidence of adverse employment action from that employee's personnel file, which evidence shall be purged from the file, provided:

1. The employee has had no adverse personnel action, including the action sought to be purged, within the five years previous to the request; and
2. The adverse action does not relate to an act or omission by the employee which would constitute a crime under city, state or federal laws.

B. Employees shall have the right to review their own personnel record as provided by personnel administration procedure. Unless written permission is provided by the employee, or if otherwise required by law, no information shall be disclosed from the personnel record of a current or former employee other than the employee's job departmental assignment. The human resource department personnel, mayor, employee's department head, employee's department head designee and city attorney may review personnel records as necessary.